



**DOCTORATE (PhD)**  
**IN BUSINESS AND MANAGEMENT**

**DEPARTMENT**  
**BUSINESS ADMINISTRATION**

**SCHOOL**  
**ECONOMICS AND MANAGEMENT**

**Premises: PHILIPS UNIVERSITY, 4-6 Lamias Street,  
2001, Strovolos, Nicosia, Cyprus**

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# **1. PROGRAM'S CONTENT**

## **Introduction**

The PhD in Business and Management at Philips University is a research-oriented training program that trains doctoral students to conduct research at the highest level, and to take responsibility for research, development and teaching tasks in the private and public sectors, for which deep knowledge of research is required. The PhD in Business and Management is designed to meet the needs of senior professionals who aim to improve their critical thinking and research skills whilst producing original research. The PhD is awarded by the university in recognition of the successful completion of research training and independent research, which will be included in a thesis/dissertation providing evidence of the doctoral student's capacity to conduct a comprehensive and critical analysis and to prepare fieldwork intended to extend current knowledge, which will be relevant to business, government or non-profit organisations and have the potential to make significant improvements to business practice.

## **1.1. Intended Learning Outcomes**

On completion of the PhD in Business and Management, doctoral students will:

1. Pursue original research in the discipline of Business and Management through which they address gaps in the literature
2. Critically apply theories, concepts, methodologies and knowledge for addressing fundamental questions in the discipline of Business and Management
3. Critically evaluate theories, concepts, methods and tools of various approaches applied to address the research questions
4. Produce ethical research through identifying relevant ethical and professional issues, by following the principles of ethics in the field of Business and Management and academia
5. Be able to communicate complex and advanced concepts and findings to different audiences
6. Be able to challenge established knowledge and practice in the discipline of Business and Management
7. Produce and defend a written doctoral thesis which results in an independent and original contribution to knowledge.

## **1.2. Program's Language of Instruction**

English

## **1.3. Structure of the Program, Courses and Research**

For obtaining a PhD degree in Business and Management, a total of 240 ECTS needs to be completed.

The program comprises four (4) stages:

- I. Completion of three courses (30 ECTS) and a comprehensive qualifying examination (10 ECTS)
- II. Preparation and submission of a thesis/dissertation proposal (End of First Year Progress Review Meeting) (10 ECTS)
- III. Research stage and writing-up stage (140 ECTS)
- IV. Final writing-up and thesis/dissertation defence/VIVA (50 ECTS)

Students are expected to successfully complete the taught phase of the program, including the comprehensive qualifying exam, before being considered for progression to the *"Research phase of the PhD program"*. The three courses to be undertaken in the first year are:

- Epistemology and Theoretical Paradigms in Management and Organisational Research
- Selected Studies in Business and Management
- Research Methods and Research Skills

In second year the students proceed to the research work, being implemented in stages up to the end of the fourth year with the final writing up and submission of the PhD thesis.

Throughout the PhD program all doctoral students are expected to attend research seminars, which feature presentations and discussions from doctoral students, invited speakers and academic members of the School. These seminars provide an opportunity for collaboration and opportunity for students to develop academic presentation skills.

## **1.4 Guidance and Feedback**

Feedback to doctoral students is provided through both formal and informal ways, by their supervisors, internal evaluators and participation in meetings and conferences, among others.

Both informal and formal feedback aim to guide the doctoral students to organise, enhance and develop their research by providing them the opportunity to receive it from individuals with different backgrounds, research interests and perspectives.

While implementing their research, students are expected to submit various progress reports and proceed to formal meetings with their supervisors.

## **1.5 Examination and Assessment**

The examination for the award of Doctor of Philosophy (PhD) comprises two stages:

- the submission and independent assessment of the thesis/dissertation by a five-member committee (examination panel) which includes at least two independent examiners, and
- the student's defence of the thesis/dissertation at an oral examination (viva-voce) conducted by the examination panel.

## **2. STUDENT ADMISSION REQUIREMENTS**

The University is committed to operating admission procedures that are fair, transparent and consistent. The University strives to admit only suitably qualified applicants who have the prospects of completing their program of study successfully.

Applicants to the PhD Program must have a Master's degree, or its equivalent, in an area related to the PhD Program they are applying for which should be approved by the Council of the School as the basis for admission to the program. Applicants must have a strong academic record and have a weighted average grade in the Master's (or equivalent education) of B or higher, in accordance with the University's grading system plus evidence that the applicant is competent in written and spoken English.

Applicants will be assessed based on their academic record, other relevant qualifications, and their statement of research interests and research proposal as discussed further in the 'Research proposal' section below.

The Council of the School reserves the right to request that applicants take specified post-graduate courses and/or pass specified appraisals prior to admission, after reviewing

thoroughly the content/discipline of the applicants' previous academic studies, in association to the area of specialization of the proposed PhD Program, and the possible research area/discipline.

In exceptional circumstances, the Council of the School may examine/evaluate transfer applications from other universities/educational institutions with approval from the Senate.

## **2.1. Application**

Applications for admission to the PhD program must be made on the official PhD Application Form shown below.

The application process is as follows:

- i. Completion of the official PhD Application Form through the University's website <https://philipsuni.ac.cy/business-administration-department/>. On the application form, the applicant should also clearly indicate a preference for a Supervisor among those Faculty related to the PhD Program/Research Area/School/ Department.
- ii. At least two (2) letters of recommendation.
- iii. Personal interview.
- iii. Submission of a preliminary research proposal for admission to the PhD program.

## **2.2. Research Proposal**

Applicants must provide a preliminary research proposal as a part of the application process to the PhD program.

The research proposal should:

- i. Include an outline of the student's research interests.
- ii. Present the student's initial thoughts about a topic.
- iii. Demonstrate understanding of the key literature in the suggested area of research.
- iv. Identify possible research questions to be addressed and their significance.
- v. Identify possible research methods to be applied.
- vi. Indicate a possible theoretical framework to be applied (if applicable), particularly if the proposed research is related to the applicant's Master thesis.

- vii. Provide any initial findings (if applicable), particularly if the proposed research is related to the applicant's Master thesis.
- viii. Should be in the range of 3000 - 5000 words.

### **2.3. Application Evaluation**

All applications are evaluated by the Application Evaluation and Interview Committee and the pertinent School. Under normal circumstances, a response to an enrolment application can be expected within eight weeks of the School receiving the application.

## **3. Mechanisms for Monitoring the Sufficiency of Student Support**

### **3.1. Supervisors, Internal Evaluation**

Each newly registered doctoral student is appointed a **First Supervisor** who has direct relevance to the student's proposed research program and/or methodology. If necessary, a Co-Supervisor may be appointed and the **Co-Supervisor** can be a University Faculty member, or could be affiliated to both Philips and another university.

A **Second Supervisor** is also appointed later in the year. The Second Supervisor can be a University Faculty member of the pertinent department, or could be affiliated to both Philips and another university.

The First Supervisor, any Co-Supervisor (if applicable) and the Second Supervisor make up the "Supervisory Team" for the doctoral student.

In addition to the supervisory team, an **Internal Evaluator** is appointed to each doctoral student by the Council of the School for the first year of study. He acts as an additional form of guidance to the student by attending to and providing feedback on the student's work and progression at the end of the first year. He, along with the Supervisory Team are the relevant academics who have the final say for the progression of the students to the "*Research phase of the PhD program*".

### **3.2. PhD Program Coordinator**

The Coordinator of the PhD program assists the doctoral students in the following ways:

- The delivery of academic and pastoral guidance and help to the doctoral students within the academic area(s) covered by their program, beyond what is offered by individual supervisors, if there is a need.
- The organisation of research seminars where students can present work to their peers and other academics.
- Making the student aware of information on any doctoral students' association/group as part of the orientation process.

- The support in seeking appropriate solutions to issues that appear during a doctoral student's program of study that impact their academic progress or ability to continue with their program. The First Supervisor, however, should always be the first point of contact for these issues.

### **3.3. Teaching and Work Obligations**

As part of the PhD program, all doctoral students have the opportunity to engage with teaching at the University, as long as they successfully complete the compulsory teaching skills training, comprising of two (2) three-hour seminars which take place twice per year.

Doctoral students have, in addition, the opportunity to participate in other research environments and projects within the University.

### **3.4. Knowledge Dissemination and Research Outputs**

All doctoral students are encouraged to participate in academic conferences, symposia and workshops, local and/or international, for disseminating their research.



**APPLICATION FORM FOR ADMISSION  
TO THE PHD PROGRAM**



## APPLICATION FORM FOR ADMISSION TO A PHD PROGRAM

Please complete **ALL** sections of the following form clearly and accurately using **CAPITAL LETTERS**. If you have any queries about completing this form, please contact us at (+357) 22441860 or email us at [info@philipsuni.ac.cy](mailto:info@philipsuni.ac.cy). Alternatively, you can apply online at <https://philipsuni.ac.cy/apply-to-philips-university/>

UNIVERSITY STAMP/SIGNATURE

### PERSONAL DETAILS YOU MUST ENSURE ALL SECTIONS ARE COMPLETED ACCURATELY



TITLE MR  MS  OTHER

NATIONALITY

FAMILY NAME

FIRST NAME(S)

DATE OF BIRTH  
(DD/MM/YYYY)

GENDER MALE  FEMALE  OTHER

FATHER'S NAME

PASSPORT NUMBER

PASSPORT EXPIRY DATE  
(DD/MM/YYYY)

**MARITAL STATUS**
**COUNTRY OF BIRTH**

**COUNTRY OF RESIDENCE**

**HOME ADDRESS**

**POSTCODE**

**CITY OR TOWN**

**COUNTRY**

**ADDRESS OF**
**CORRESPONDENCE**

**POSTCODE**

**CITY OR TOWN**

**COUNTRY**

**EMAIL**

**TELEPHONE**
**NUMBER**

**EDUCATION**

Please enter in chronological order (beginning from most recent), details of the courses attended.



DATE FROM (DD/MM/YYYY)	TO (DD/MM/YYYY)	SCHOOL ATTENDED	OVERALL GRADE	QUALIFICATION EARNED

INITIALS

## EXTERNAL EXAMINATIONS

EXAMINATION	MAIN SUBJECT	RESULTS	ANTICIPATED DATE OF RESULTS

**School and Department of studies** Please indicate the School and Department you are interested in pursuing a PhD in.

## SUGGESTED SUPERVISORS

**FINANCIAL INFORMATION** Please indicate how you intend to finance your studies. (Please provide the name and address of your sponsor if appropriate).

INITIALS

**HEALTH** Please state any medical considerations you wish the University to know to enable us to assist you.



**DOCUMENTS TO BE SUBMITTED BY ALL STUDENTS**

**DOCUMENTS TO BE SUBMITTED BY INTERNATIONAL STUDENTS**

Certified copies of:

- 1) Research proposal
- 2) Postgraduate/Master degree
- 3) Graduate/Bachelor degree
- 4) Secondary School leaving certificate
- 5) External Examinations Passed

Photocopies of:

- 1) Birth certificate
- 2) Official form of identification

- 1) Bank recommendation on ability to meet financial obligations (original)
- 2) Character reference from police (original)
- 3) Photocopies of front pages of passport (Valid for at least two (2) years)



**GENERAL DATA PROTECTION REGULATION (GDPR)**

I, the Applicant, hereby provide my consent to the processing of my personal information, which I have disclosed herein to the organization PHILIPS UNIVERSITY CYPRUS, for the purpose of (i) enrolling and registering me in the aforesaid program of study for the aforesaid specified academic year and semester and (ii) communicating, either by post, telephone, email or any other way, with me regarding any services, offers and notifications at a later stage.

Candidate Signature

Date

